Intellectual Property Office of Singapore (IPOS)

Intellectual Property to Singapore

(IP²SG)

User Manual –
e-Filing for Patents Form 11

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IPOS: User Manual for e-Filing Portal – SIGN-OFF

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REVISION HISTORY

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TABLE OF CONTENTS

1 INTRODUCTION 5

1.1 Overview 5
1.2 About this Manual 5

2 Common Section for (Non-Account Holders) 6

2.1 Form Available on IP²SG 6
2.1.1 Form Listing 6
2.1.2 Form Search 6
2.2 Features Common to Forms on IP²SG 7
2.2.1 Common Buttons 7
2.2.2 Contact Details 7
2.2.3 Declaration 8
2.3 Saving, Retrieving & Deleting a Form 8
2.3.1 Saving a Form 8
2.3.2 Retrieve Drafts 9
2.3.3 Delete Draft 10
2.4 Payment (for Forms with Fee) 11

3 Common Section (Account Holders) 13

3.1 Login 13
3.2 Forms Available on IP²SG 14
3.2.1 Form Listing 14
3.2.2 Form Search 14
3.3 Features Common to Forms on IP²SG 15
3.3.1 Common Buttons 15
3.3.2 Contact Details 15
3.3.3 Declaration 17
3.4 Saving, Retrieving & Deleting a Form 17
3.4.1 Saving a Form 17
3.4.2 Retrieve Draft 18
3.4.3 Delete Draft 18
3.5 Payment (for Forms with Fee) 20

4 Completion and Submission of Forms 22

4.1 Patents Form 11 - Request for a Search and Examination Report 22
4.1.1 Part 1: Applicant / Agent Reference 22
4.1.2 Part 2: Application Number 22
4.1.3 Part 3: Name of Applicant 23
4.1.4 Part 4: ASEAN Patent Examination Co-operation (ASPEC) / Patent Prosecution Highway (PPH) 23
4.1.5 Part 5: Contact Details 24
4.1.6 Part 6: Declaration 25
4.1.7 Part 7: Attachments 26
4.1.8 Cancel Submission 28
4.1.9 Next Button 29
4.1.10 Back Button 29
4.1.11 Submit Button 30
4.1.12 Payment Page 30
4.1.13 Payment Acknowledgement Page 31
4.1.14 Receipt Page 32

1 INTRODUCTION

1.1 Overview

Where the application has complied with all the formal requirements, the applicant may proceed to the search and examination process.

1.2 About this Manual

This document is intended for users who wish to file Patents Form 11 (Request for Search and Examination Report) online via IP^{2}SG. It provides a step by step guide on how to complete and submit the form.

Services on IP^{2}SG can be accessed and used by both account and non-account holders. However, account holders are requested to login into IP^{2}SG with their SingPass.

2 COMMON SECTION FOR (NON-ACCOUNT HOLDERS)

For users who do not have an IP²SG account, this section describes the features that are common to forms available on IP²SG. Mandatory fields are denoted by red text with asterisk.

2.1 Form Available on IP²SG

2.1.1 Form Listing

Click on “Forms” on the left menu to view the list of forms available for filings on IP²SG.

Form No.	Description	Fee (S$)	Download Forms
PF1	Request for Grant of Patent	160.00	PF1 (36KB) User Guide (42KB)
PF8	Statement of Inventorship and of Right to Grant of Patent	No Fee	PF8 (41KB) User Guide (42KB)
PF10	Request for Search Report or Supplementary Search Report	1,925.00	PF10 (36KB) User Guide (42KB)
PF11	Request for Search and Examination Report	2,600.00	PF11 (33KB) User Guide (42KB)
PF11A	Furnishing of Prescribed Details	No Fee	PF11A (37KB) User Guide (42KB)
PF11B	Furnishing of Prescribed Information	No Fee	PF11B (38KB) User Guide (42KB)

Figure 1 – Form Listing

2.1.2 Form Search

The following function allows the user to search for a particular form.

Figure 2 – Form Search

1. Under '**Group**', the user can search for form(s) based on the nature of the transaction, e.g. Correction of errors.

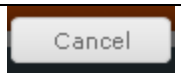
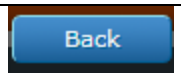
2. Under '**Registry**', the user can search for form(s) based on the type of IP, e.g. Patents.

3. Under '**Form (Search by keyword)',** the user can search for form(s) based on keyword(s), e.g. Examination.

2.2 Features Common to Forms on IP²SG

2.2.1 Common Buttons

The following buttons allow the user to cancel, save, submit or navigate between the different pages of a form.

Button Names	Button Description
	Allows the user to cancel the current operation.
	Allows the user to save the content and continue at a later time.
	Allows the user to navigate to the next page.
	Allows the user to navigate to the previous page.
	Allows the user to submit the form.

2.2.2 Contact Details

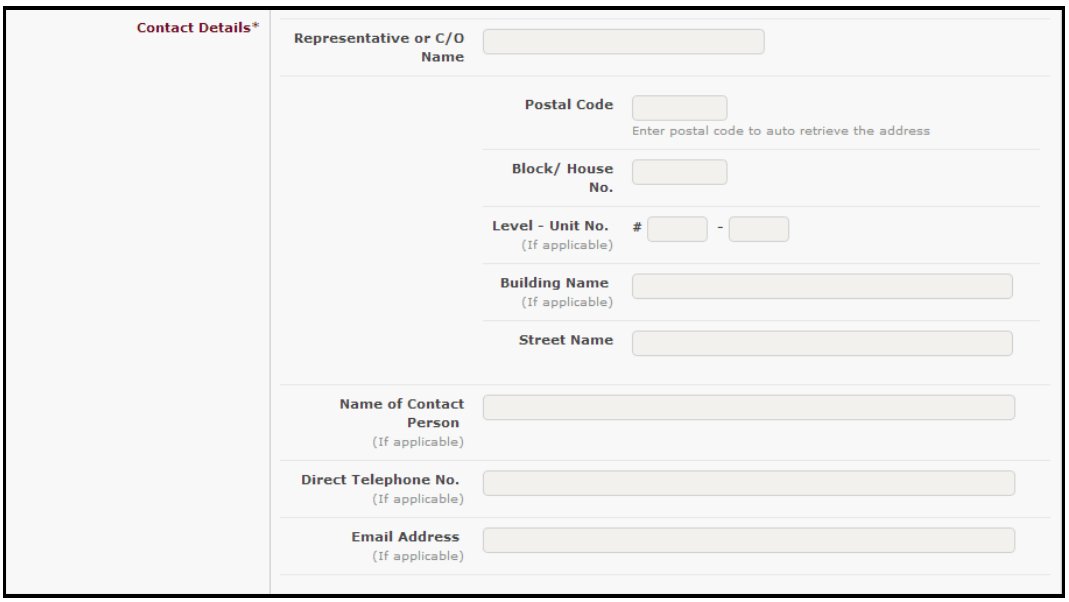


Figure 3 – Contact Details

1. **Representative or C/O Name**: Enter the required data in the field provided.

> **Note:**
> - Representative or C/O Name is not a mandatory field and should be entered only if the user is filing the form on behalf of the person filing the form.

2. Address for Service in Singapore:

i. **Postal Code**: Enter a valid 6-digit postal code in the field provided.

> **Note:**
> - Block / House No., Building Name (if applicable) & Street Name will

be auto-populated if a valid postal code is entered.
- An error message will be displayed if an invalid postal code is entered.

ii. **Level - Unit No.**: Enter the data in the field provided if applicable.

3. **Name of Contact Person**: Enter the data in the field provided if applicable.

4. **Direct Telephone No.**: Enter the data in the field provided if applicable.

Note:
- Minimum of 8-digits.
- Alphabets, special characters and spacing are not allowed.

5. **Email Address**: Enter a valid email address in the field provided if applicable.

Note:
- An error message will be displayed if an invalid Email Address is entered.

2.2.3 Declaration

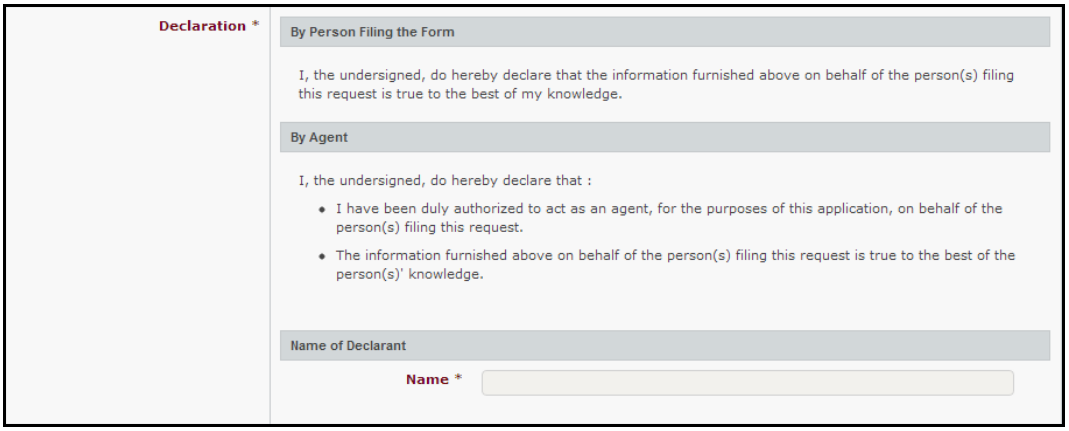


Figure 4 – Declaration

1. **Name of Declarant:** Enter the required data in the field provided.

2.3 Saving, Retrieving & Deleting a Form

2.3.1 Saving a Form

1. Click on

located at the top of the page.

Note:
- All mandatory fields should be provided before saving the draft. Otherwise, the user will be prompted to enter the mandatory fields.

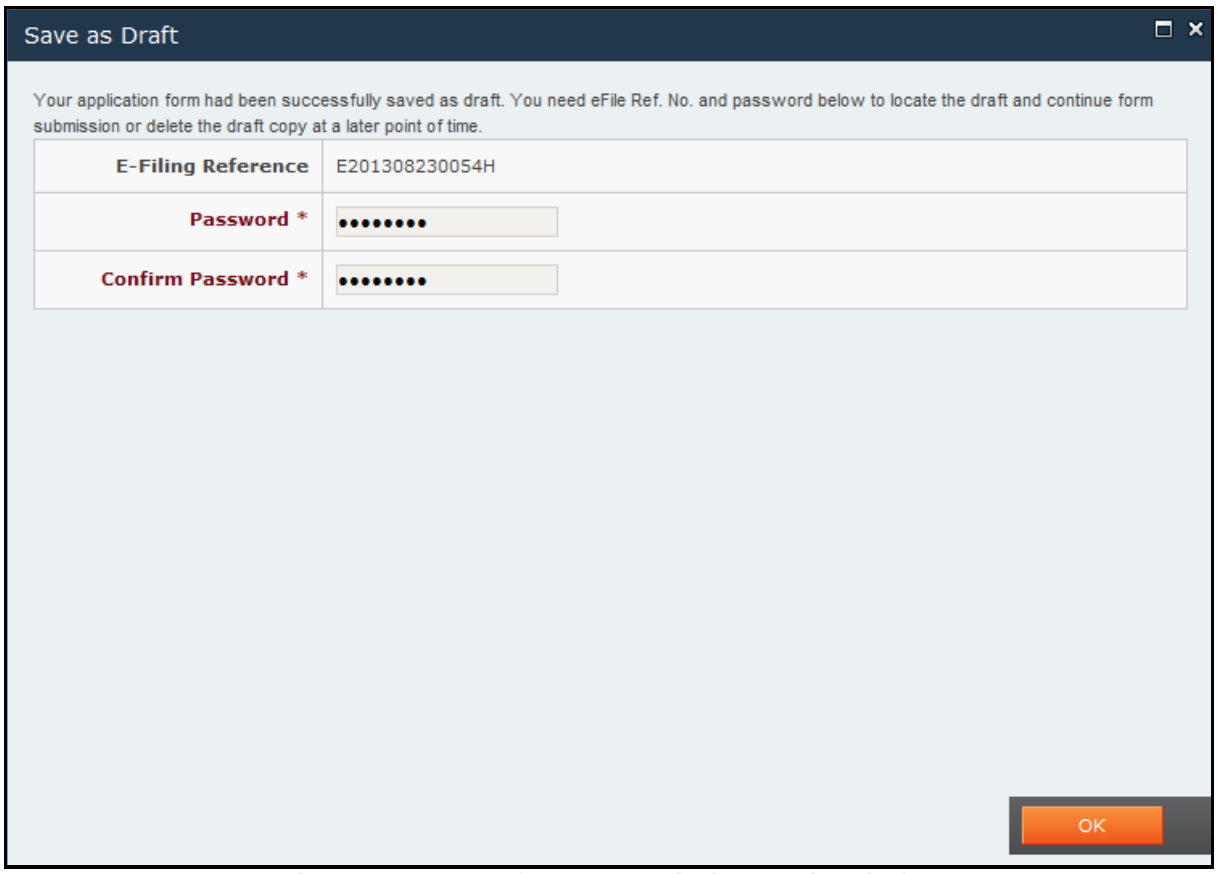


Figure 5 – Prompt for password when saving drafts

2. The user will be prompted to key in his or her preferred password:

   i. **Password**: Enter the user's preferred password in the field provided.

   ii. **Confirm Password**: Enter the same password for confirmation.

> **Note**:
> - Both passwords must be identical.
> - Password can consist of alpha-numeric characters.
> - The user is advised to note down the e-filing reference number and the password before clicking on OK, as both are required to retrieve the draft.

3. Click on OK to save the draft and return to the respective forms. .

2.3.2 Retrieve Drafts

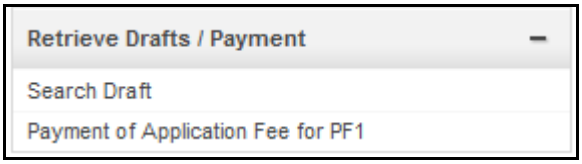


Figure 6 – Search Draft option

1. Click on "Search Draft" under "Retrieve Drafts / Payment" on the left panel menu.

Figure 7 – Retrieval of Drafts

2. The user will be prompted to enter the e-filing reference number and password to retrieve the draft that the user has saved.

   i. **E-Filing Ref. Number**: This field is for the user to enter the e-filing reference number of the previously saved form. Enter the e-filing reference number in the field provided.

   ii. **Password**: This field is for the user to enter the password provided earlier when saving the form. Enter the password in the field provided.

> **Note**:
> - Draft for forms that have been submitted cannot be retrieved.

3. Click on Open Draft to retrieve the draft.

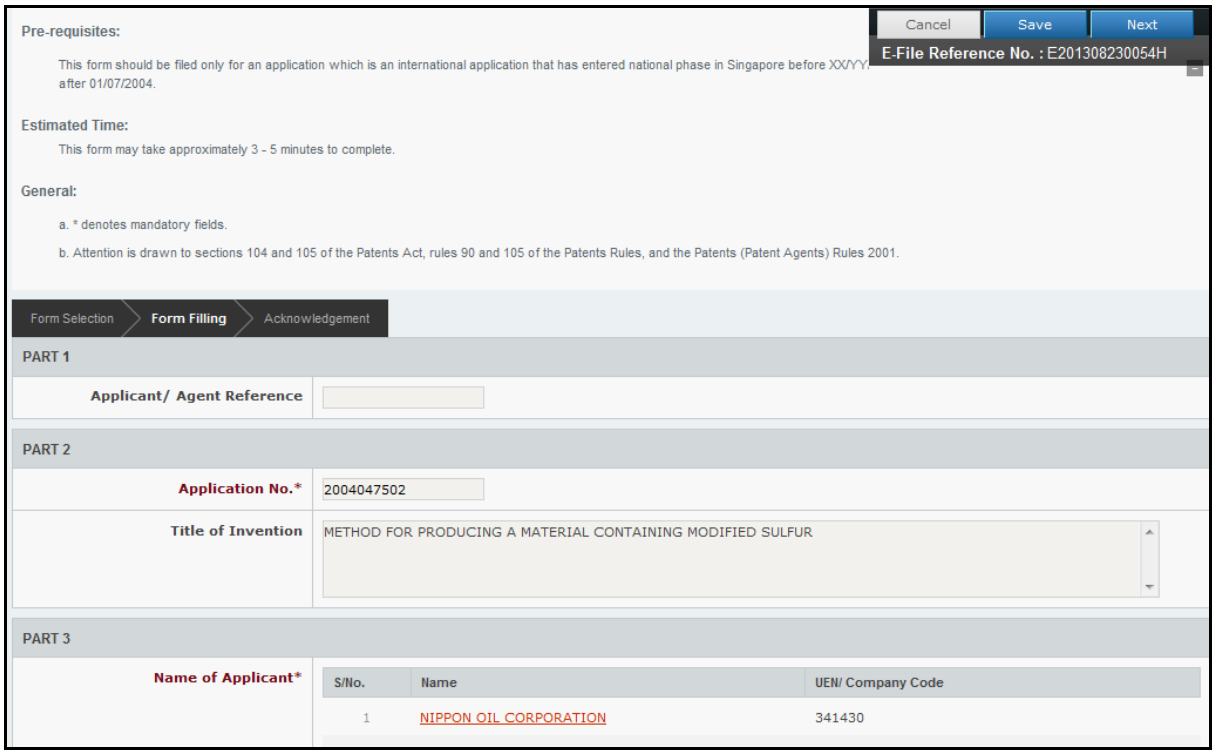


Figure 8 – Draft retrieved

4. The respective form with the details entered earlier on will be displayed.

2.3.3 Delete Draft

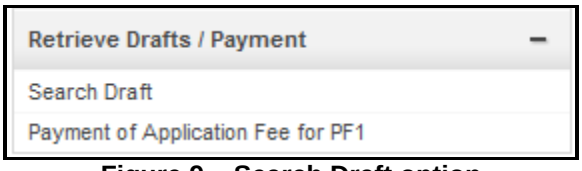


Figure 9 – Search Draft option

1. Click on “Search Draft” under “Retrieve Drafts / Payment” on the left panel menu.

Figure 10 – Retrieval of Drafts

2. The user will be prompted to enter the e-filing reference number and password to retrieve the draft that they have saved.

   i. **E-Filing Ref. Number**: This field is for the user to enter the e-filing reference number of the previously saved form. Enter the e-filing reference number in the field provided.

   ii. **Password**: This field is for the user to enter the password provided earlier when saving the form. Enter the password in the field provided.

> **Note**:
> - Deleted drafts that have been submitted cannot be retrieved.

3. Click on Delete Draft to delete the draft.

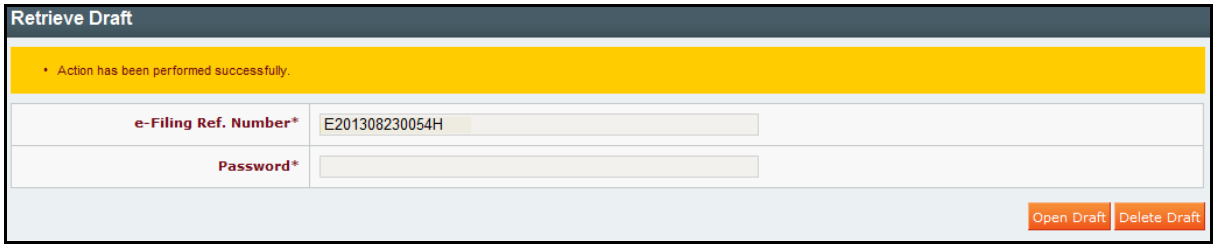


Figure 11 – Deletion of draft

4. A message will be displayed when the draft is deleted successfully.

2.4 Payment (for Forms with Fee)

When the user is ready to submit a form, he or she will be brought to the Checkout Confirmation page to select a mode of payment.

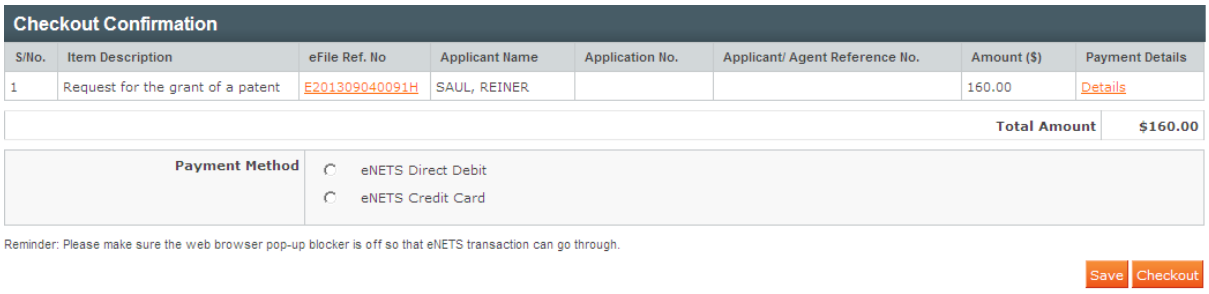


Figure 12 – Checkout Confirmation

1. Select a mode of payment.

2. If the user wishes to proceed with payment at another time, click on Save to save the draft.

3. Click on Checkout to proceed with the payment process.

Note:

- It is mandatory to select a mode of payment.

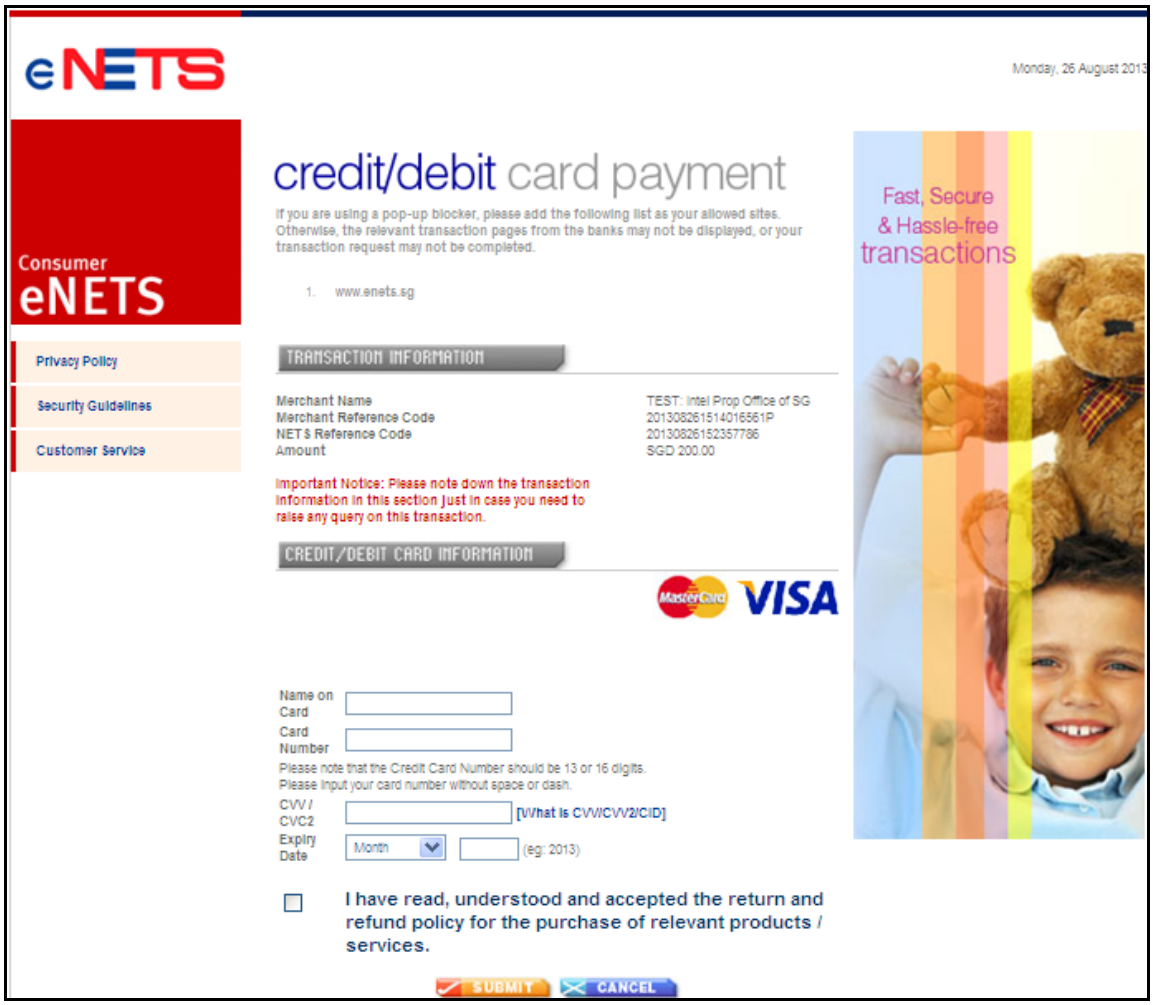


Figure 13 – eNETS Card Payment

4. The user will be required to enter his or her credit or debit card details.
5. Check on ☐ to agree with the terms.
6. Click on SUBMIT to carry on with the payment process.

3 COMMON SECTION (ACCOUNT HOLDERS)

For users who are account holders on IP²SG, this section describes the features that are common to forms available on IP²SG. Mandatory fields are denoted by red text with asterisk.

3.1 Login

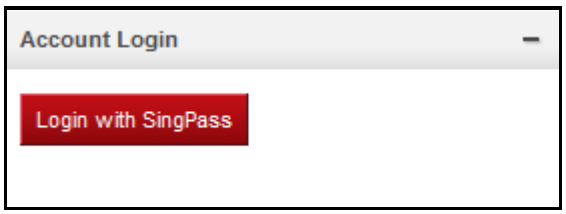


Figure 14 – Login

1. The login screen is located at the upper left hand side of the web page.

2. Click on Login with SingPass to login with SingPass account. The user will be directed to SingPass login page as illustrated below:

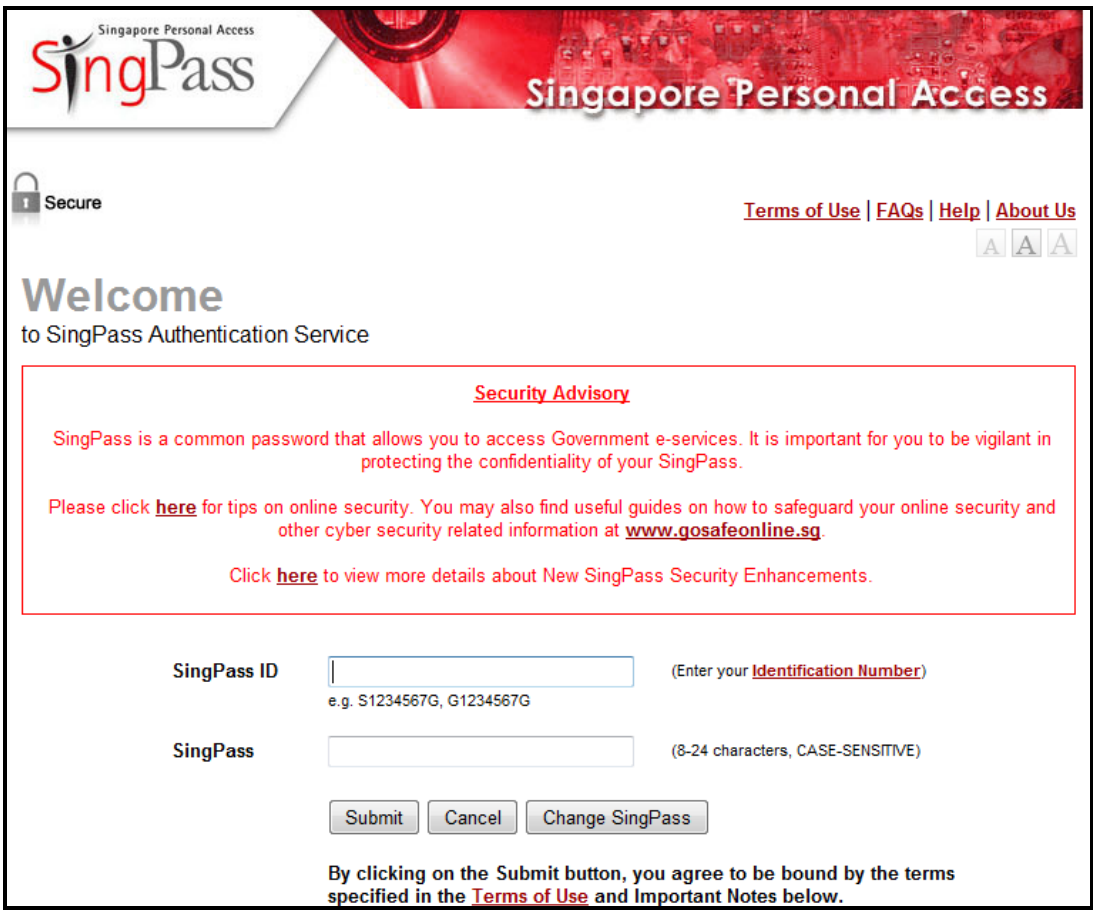


Figure 15 – SingPass Login Page

3. SingPass ID: Enter the user's SingPass ID in the field provided.

4. SingPass: Enter the user's SingPass password in the field provided.

5. Click on Submit to complete the login process. Upon successful login, the user will be directed back to IP²SG.

3.2 Forms Available on IP²SG

3.2.1 Form Listing

Click on “Forms” on the left hand menu to view the list of forms available for filing on IP²SG.

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Figure 16 – Form Listing

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The following function allows the user to search for a particular form.

Figure 17 – Form Search

1. Under '**Group'**, the user can search for form(s) based on the nature of the transaction, e.g. Correction of errors.

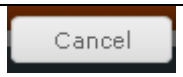
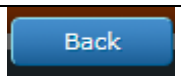
2. Under '**Registry'**, the user can search for form(s) based on the type of IP, e.g. Patents.

3. Under '**Form (Search by keyword)',** the user can search for form(s) based on keyword(s), e.g. Examination.

3.3 Features Common to Forms on IP²SG

3.3.1 Common Buttons

Following buttons allow the user to cancel, save, submit or navigate between the different pages of a form.

Button Names	Button Description
	Allows the user to cancel the current operation.
	Allows the user to save the content and continue at a later time.
	Allows the user to navigate to the next page.
	Allows the user to navigate to the previous page.
	Allows the user to submit the application into the system.

3.3.2 Contact Details

For account holders, the contact details associated with the user login will be auto-populated.

Note:

- The details that are retrieved cannot be amended.

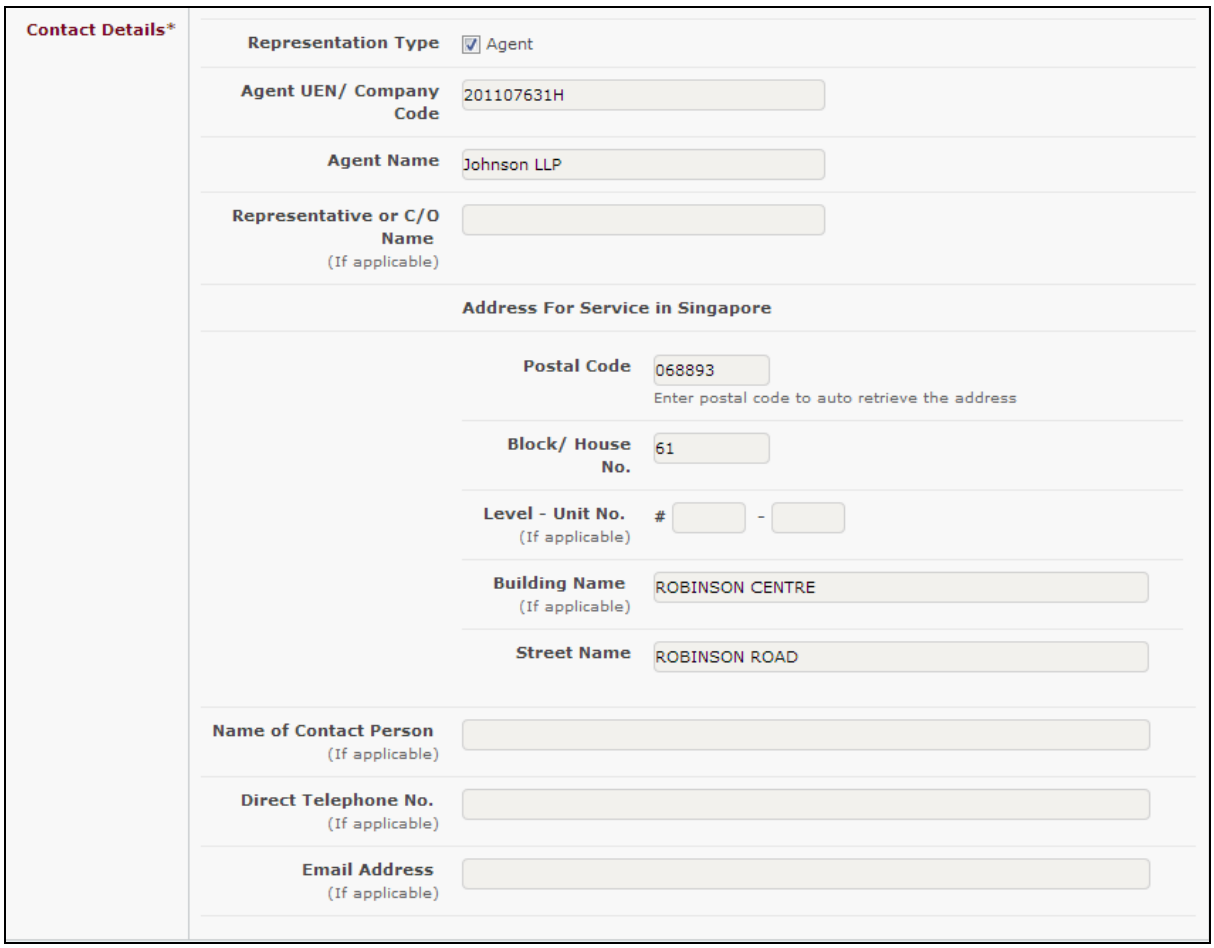


Figure 18 – Contact Details

1. **Representation Type:** Select by clicking the checkbox**.**

2. **Representative or C/O Name**: Enter the required data in the field provided if applicable.

> **Note:**
> - UEN & Agent Name will be populated when Agent checkbox is selected.
> - Representative or C/O Name is not a mandatory field and should be entered only if the user is not the Applicant or an Agent acting on behalf of the Applicant.

3. **Address for Service in Singapore**:

   i. Upon login to the system, the address for service will be populated.

4. **Name of Contact Person**: Enter the data in the field provided if applicable.

5. **Direct Telephone No.**: Enter the data in the field provided if applicable.

> **Note:**
> - Minimum of 8 digits.
> - Alphabets and special characters are not allowed.

6. **Email Address**: Enter a valid email address in the field provided if applicable.

> **Note:**
> - An error message will be displayed if an invalid Email Address is entered.

3.3.3 Declaration

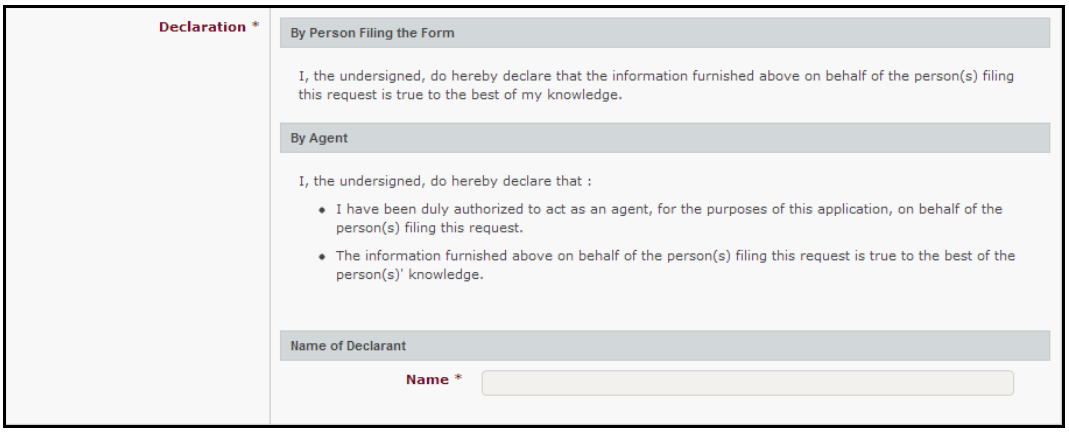


Figure 19 – Declaration

1. **Name of Declarant:** Enter the required data in the field provided.

3.4 Saving, Retrieving & Deleting a Form

3.4.1 Saving a Form

1. To save any submission, click on

located at the top of the page.

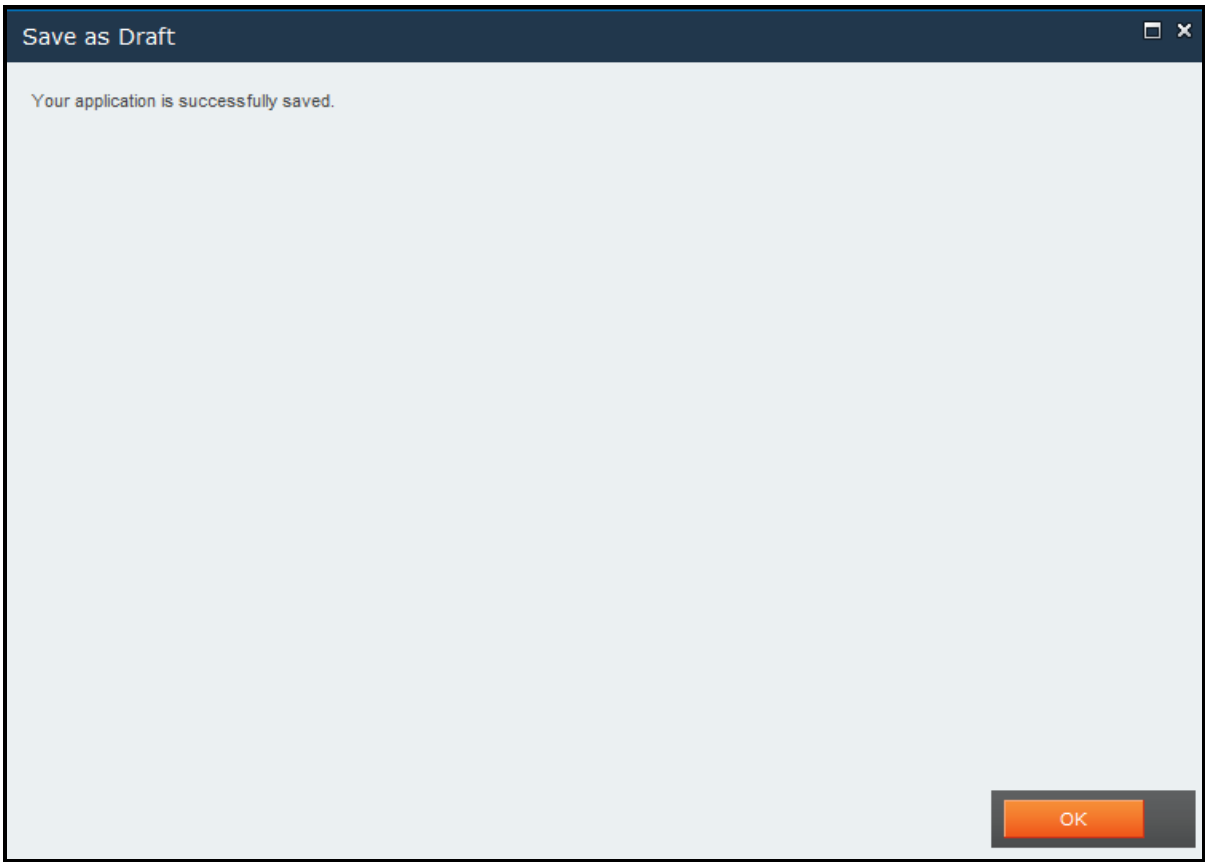


Figure 20 – Draft has been saved

2. Upon successful saving of the draft, the user will be prompted that the draft has been saved.

3. Click on

to close the prompt and return to the form.

3.4.2 Retrieve Draft

1. The user will be required to log into the system.

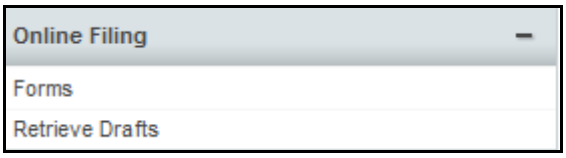


Figure 21 – Search Draft option

2. Click on “Retrieve Drafts” under “Online Filing” on the left panel menu.

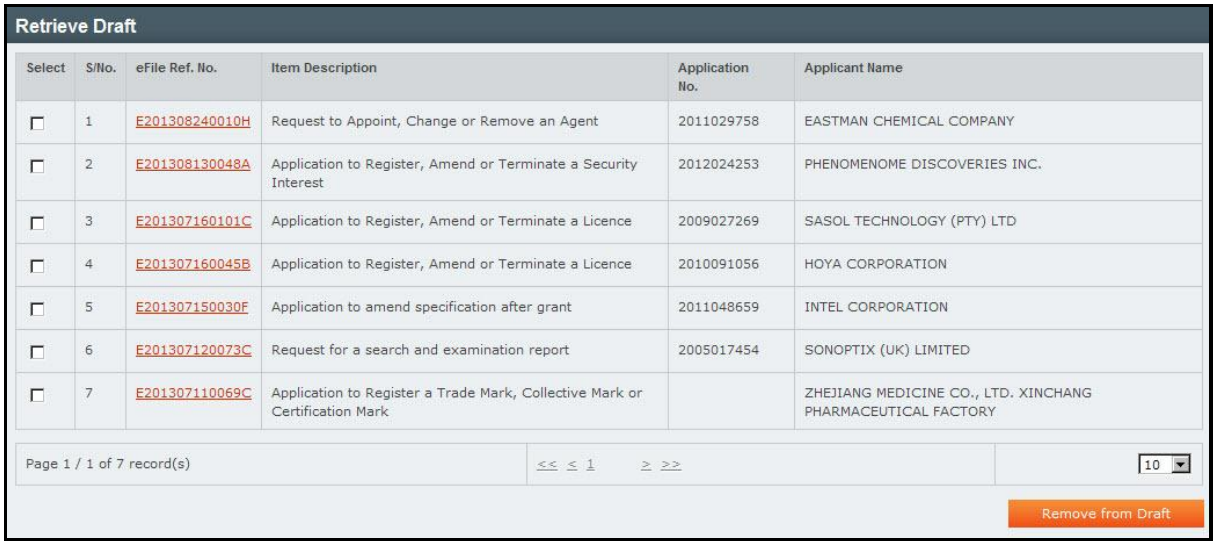


Figure 22 – List of Drafts

3. A list of draft forms that has been saved under this account will be displayed.

4. Click on the hyperlink under the “eFile Ref. No” to retrieve the draft(s).

> **Note**:
> - Drafts for forms that have been submitted will not be retrieved.

3.4.3 Delete Draft

1. The user will be required to log into the system.

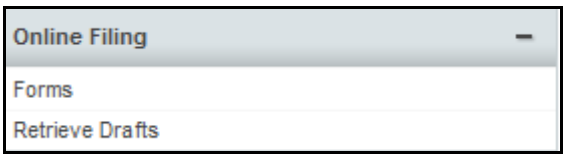


Figure 23 – Search Draft option

2. Click on “Retrieve Drafts” under “Online Filing” on the left panel menu.

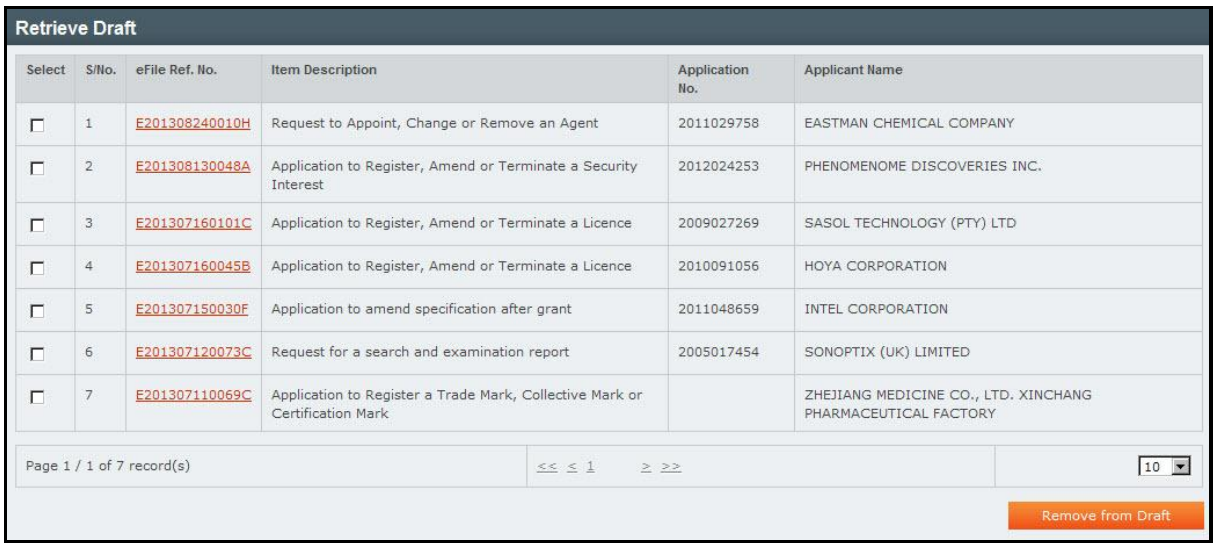


Figure 24 – List of Drafts

3. A list of draft forms that have been saved under this account will be displayed.

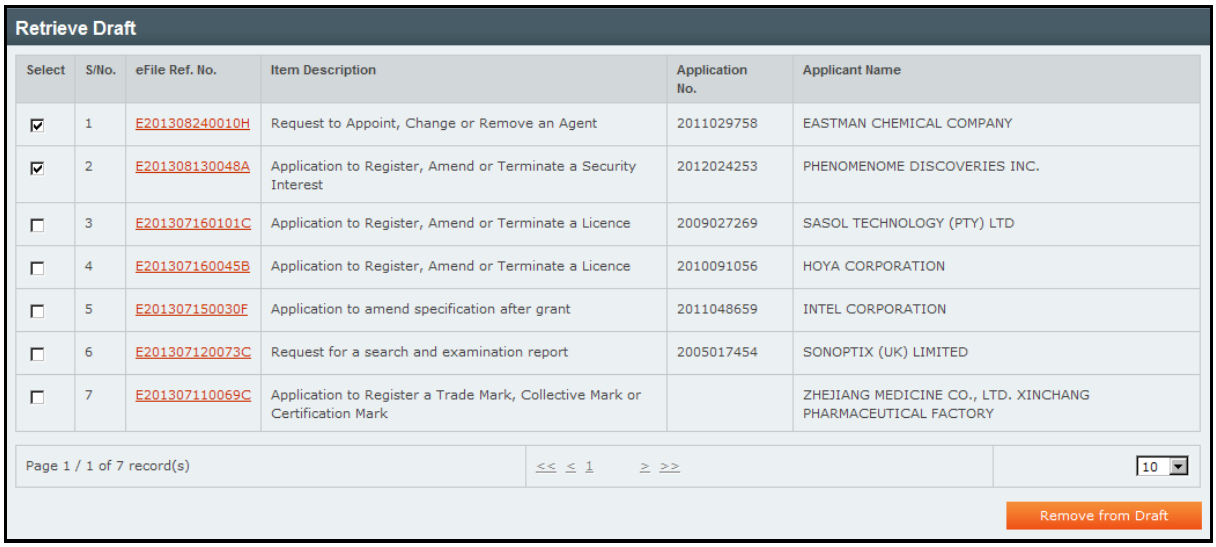


Figure 25 – Selection of drafts to be deleted

4. Select the draft(s) to be removed.

5. Click on Remove from Draft.

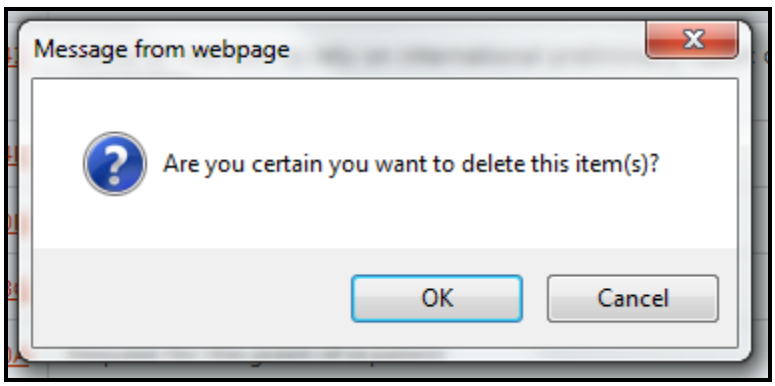


Figure 26 – Confirmation on deletion of draft

6. The user will be prompted for confirmation to remove the selected draft(s).

7. Click on OK to delete the draft(s).

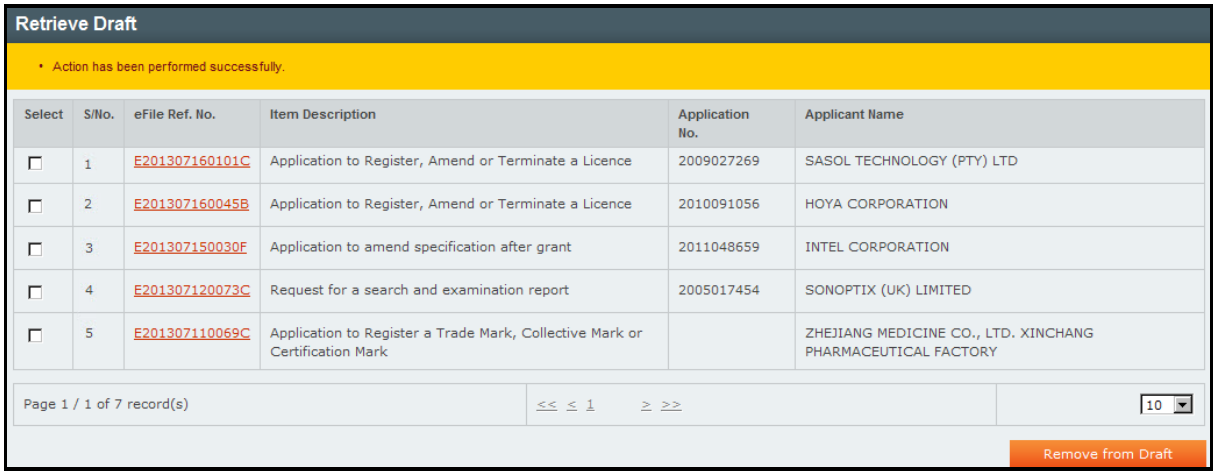


Figure 27 – Draft successfully deleted

8. A message will be displayed when the draft(s) is/are deleted.

9. Alternatively, click on

to cancel the removal of the selected draft(s). The user will be directed back to the list of the retrieved drafts.

3.5 Payment (for Forms with Fee)

When the user is ready to submit a form, he or she will be brought to the Payment Cart to confirm which forms are to be paid.

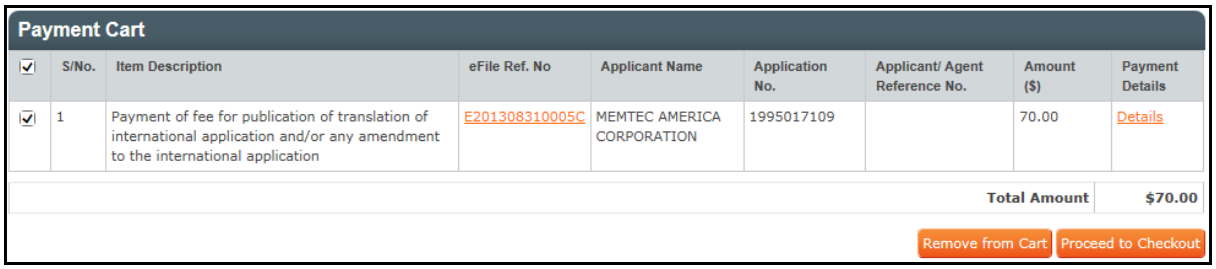


Figure 28 – Payment Cart

1. Select the relevant form by clicking on the checkbox.

2. Click on

to remove the form from the Payment Cart.

3. Click on

to proceed to the next step of choosing a mode of payment.

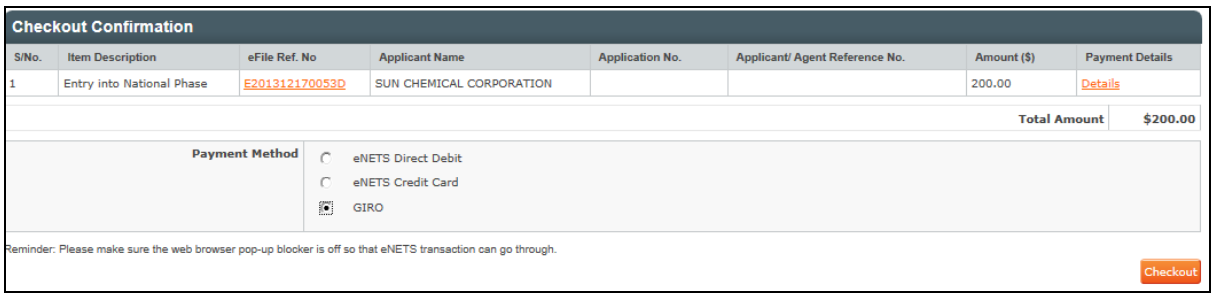


Figure 29 – Checkout Confirmation

4. Select a mode of payment.

5. Click on Checkout to proceed with the payment process.

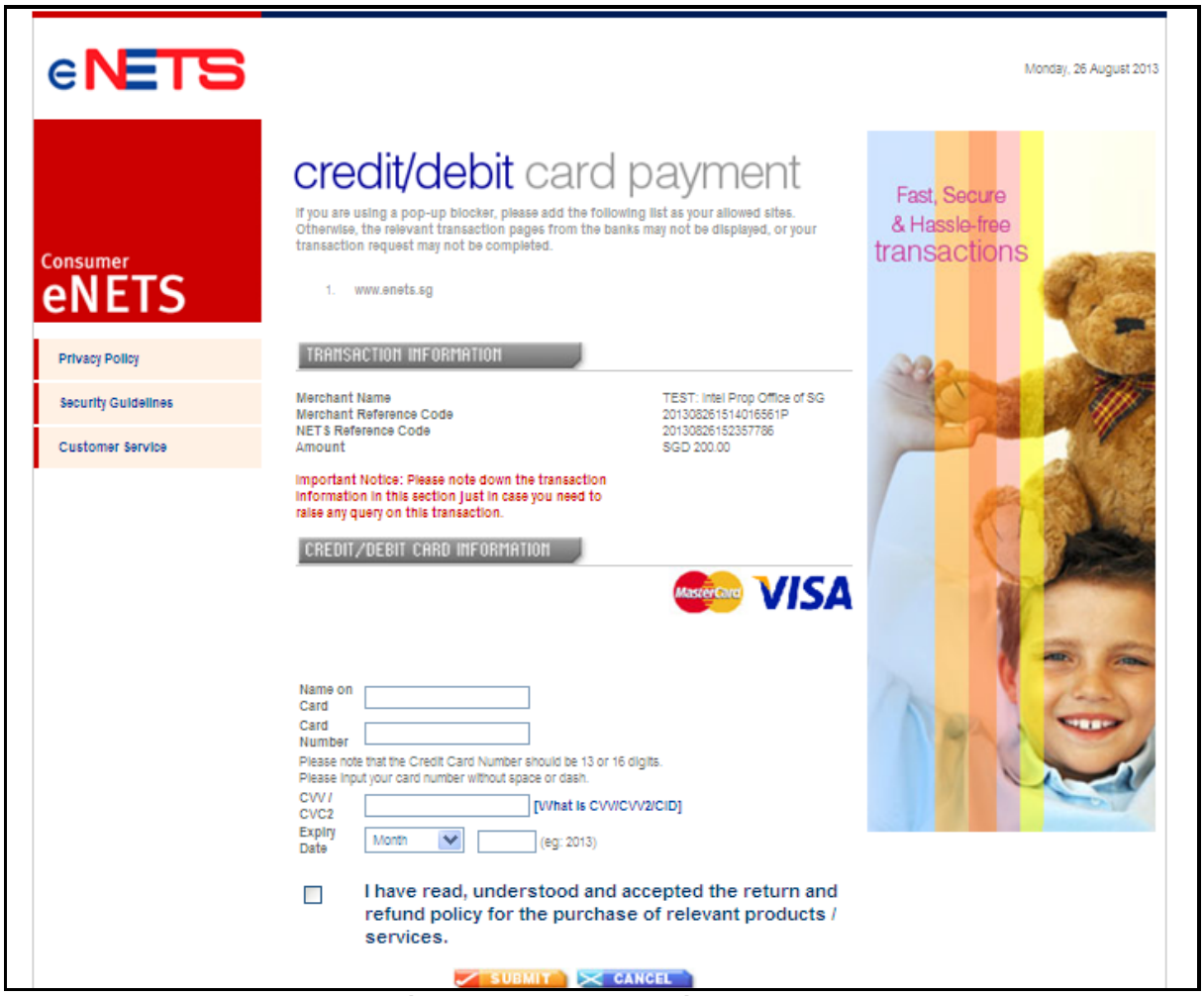


Figure 30 – eNETS Card Payment

6. If eNets is selected, the user will be required to enter his or her credit or debit card details.

7. Check on ☐ to agree with the terms.

8. Click on SUBMIT to carry on with the payment process.

> **Note**:
> - If payment has been made by GIRO, system will instead display an acknowledgement page.

4 COMPLETION AND SUBMISSION OF FORMS

4.1 Patents Form 11 - Request for a Search and Examination Report

This section describes the steps in the completion and submission of the form. Mandatory fields are denoted by red text with asterisk.

4.1.1 Part 1: Applicant / Agent Reference

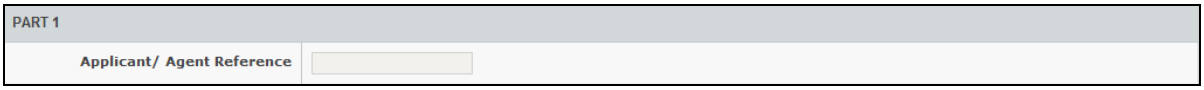


Figure 31 – Part 1: Applicant / Agent Reference

1. **Applicant / Agent Reference:** This Part is for the user to provide a reference no. to aid in tracking the submission of the request. Enter any value in the field provided if applicable.

> **Note**:
> - Applicant / Agent Reference is not a mandatory field.
> - Alphabets, numbers and special characters are allowed.

4.1.2 Part 2: Application Number

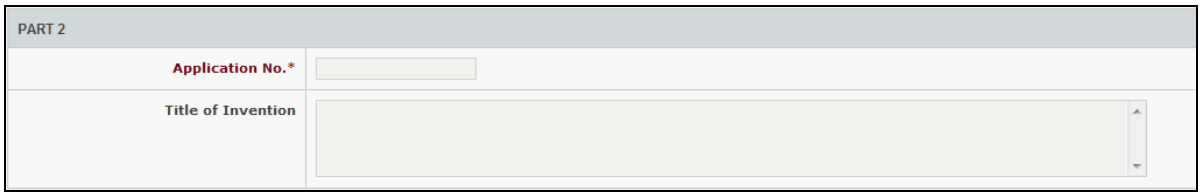


Figure 32 – Part 2: Application No. / Title of Invention

1. **Application No.**: This Part is for the user to enter the application number to commence the e-filing of Patents Form 11. Enter the application number in the field provided.

> **Note**:
> - Application No. is a mandatory field.
> - Application No. entered must not belong to an application that has been granted.
> - Application No. format should be as follows:
>   - <NN><YYYY>12345<C>-<00>
>   - Where <NN> indicates type of registry, e.g '10' is for PT PF1
>   - Where <YYYY> indicates year
>   - Where <12345> indicates running number in each registry
>   - Where <C> indicates a checksum for alphabet.

2. Click anywhere on the screen. The system will retrieve the related title of invention.

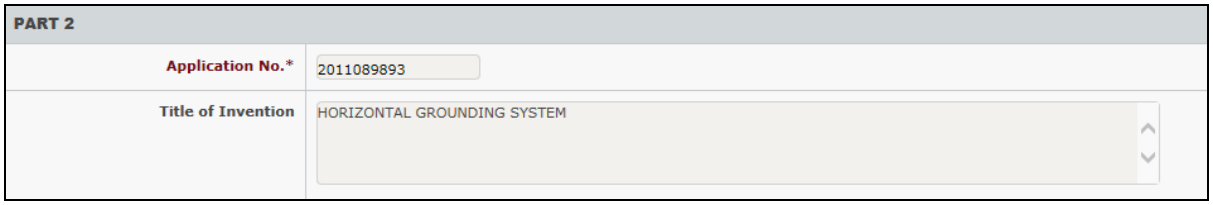


Figure 33 – Part 2: Displaying of Title of Invention

3. **Title of Invention:** This Part will display the title of invention of the application.

> **Note**:
> - Title of Invention is a non-editable field.

4.1.3 Part 3: Name of Applicant

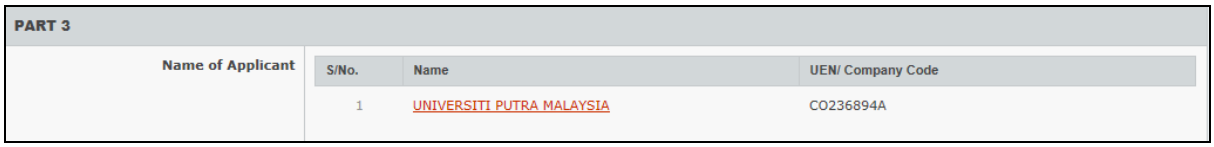
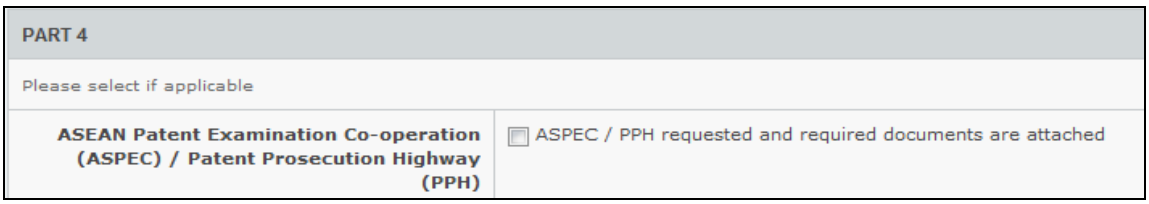


Figure 34 – Part 3: Name of Applicant

1. **Name of Applicant:** The applicant(s) associated with the application number will be displayed in this Part. It will be auto-populated together with the Title of Invention upon entering in a valid application number.

> **Note**:
> - Name of Applicant is a non-editable field.

4.1.4 Part 4: ASEAN Patent Examination Co-operation (ASPEC) / Patent Prosecution Highway (PPH)



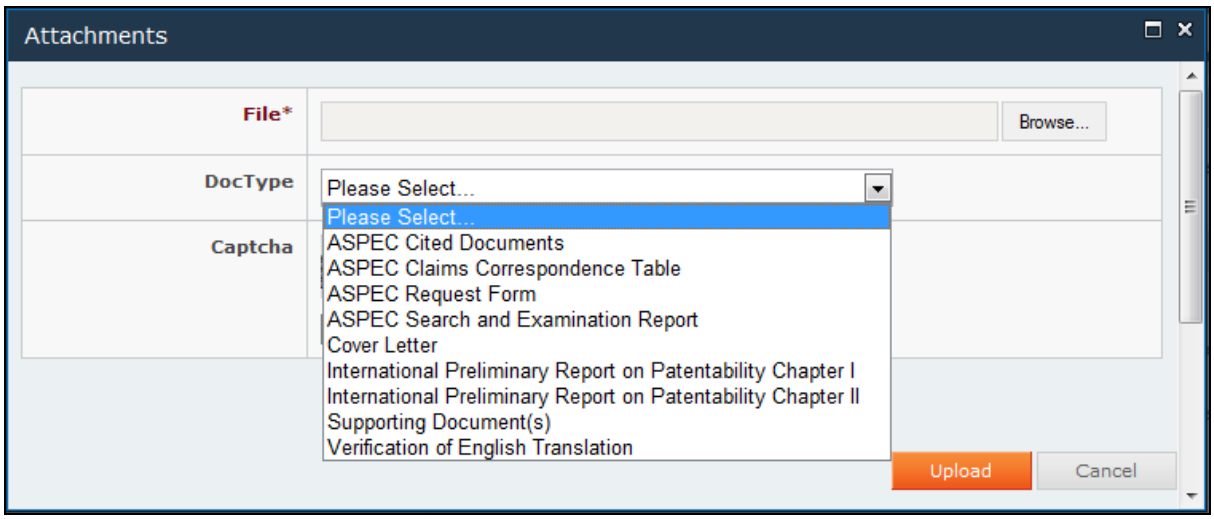


Figure 35 – Part 4: ASEAN Patent Examination Co-operation (ASPEC) / Patent Prosecution Highway (PPH)

1. **ASEAN Patent Examination Co-operation (ASPEC) / Patent Prosecution Highway (PPH)**: The user may select this option to request for ASPEC or PPH in Singapore. ASPEC is a patent work sharing programme among the ASEAN IP Offices. PPH is also a patent work sharing programme and IPOS has established a PPH pilot programme with the State Intellectual Property Office of the People's Republic of China (SIPO). By selecting this option, the user may be able to accelerate the prosecution of his corresponding patent application in Singapore on the basis of a search and examination report from another participating ASEAN IP Office, or on the basis of certain required information of the China application.

2. If the option is selected and an ASPEC request is intended, the user will be required to attach the required documents based on current ASPEC Notice and Procedures under the corresponding ASPEC DocType(s) in Part 7 to complete the ASPEC request. If a PPH request is intended, the user will be required to attach the required documents of the China application based on current PPH Notice and Procedures under the DocType "Supporting Document(s)" in Part 7 to complete the PPH request.

Note:
- Select the ASPEC / PPH checkbox if applicable.

4.1.5 Part 5: Contact Details

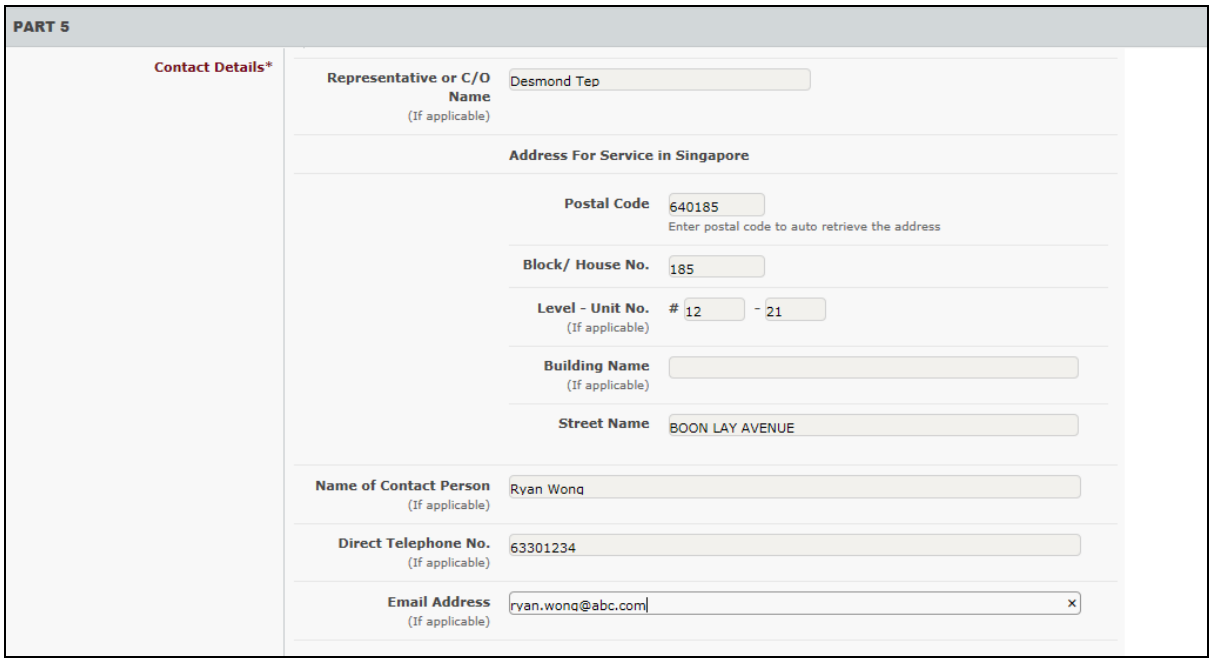


Figure 36 – Part 5: Contact Details

1. For non-account holders, please refer to the common section (**2.2.2 The following** buttons allow the user to cancel, save, submit or navigate between the different pages of a form.

Button Names	Button Description
Cancel	Allows the user to cancel the current operation.
Save	Allows the user to save the content and continue at a later time.
Next	Allows the user to navigate to the next page.
Back	Allows the user to navigate to the previous page.
Submit	Allows the user to submit the form.

Contact DetailsThe following buttons allow the user to cancel, save, submit or navigate between the different pages of a form.

Button Names	Button Description
Cancel	Allows the user to cancel the current operation.
Save	Allows the user to save the content and continue at a later time.

Next	Allows the user to navigate to the next page.
Back	Allows the user to navigate to the previous page.
Submit	Allows the user to submit the form.

2. Contact Details). For account holders, please refer to the common section (Error! Reference source not found. Error! Reference source not found.) for details.

4.1.6 Part 6: Declaration

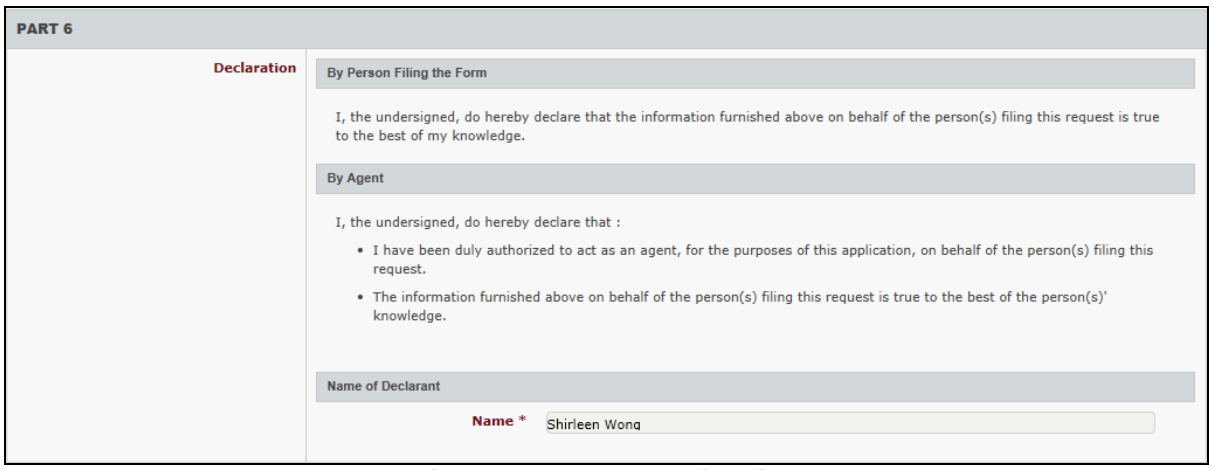


Figure 37 – Part 6: Declaration

For non-account holders, please refer to the common section (**2.2.3 Declaration**The following buttons allow the user to cancel, save, submit or navigate between the different pages of a form.

Button Names	Button Description
Cancel	Allows the user to cancel the current operation.
Save	Allows the user to save the content and continue at a later time.
Next	Allows the user to navigate to the next page.
Back	Allows the user to navigate to the previous page.
Submit	Allows the user to submit the form.

1. Contact Details). For account holders, please refer to the common section (Error! Reference source not found. **Declaration)** for details. The user will be required to enter their name.

Note:
- Name of Declarant is a mandatory field.

4.1.7 Part 7: Attachments

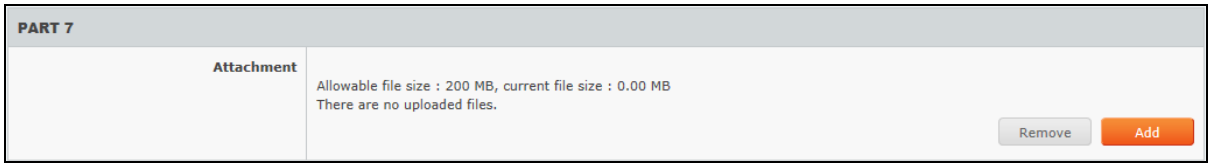


Figure 38 – Part 7: Attachment

1. Attachment: Click on Add button to attach the file.

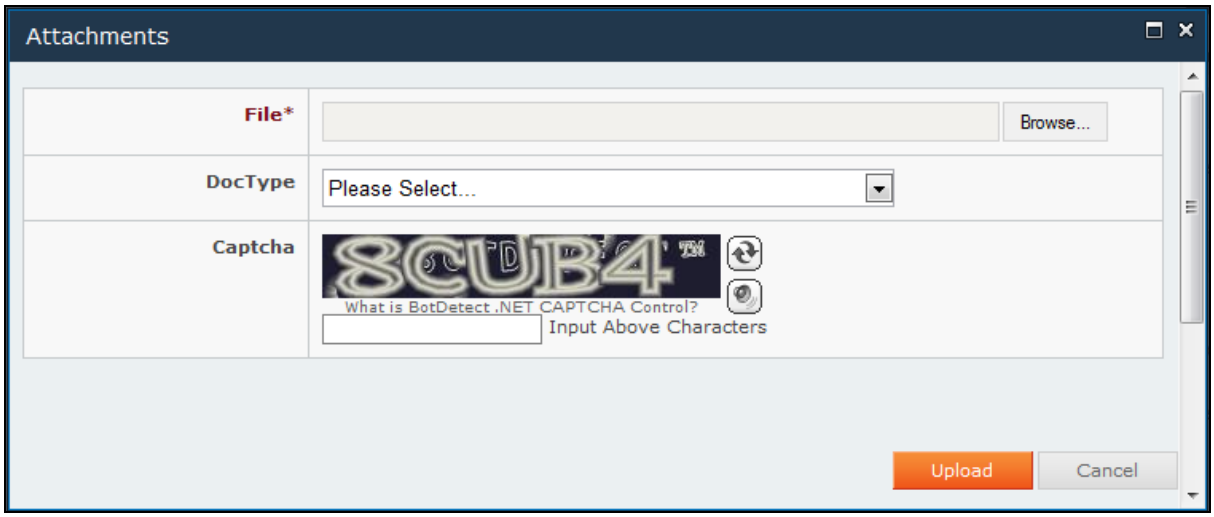


Figure 39 – Part 7: Attachment (Part 2)

2. The pop-up window will be displayed:

   i. File :

      a. Click on Browse... button to select a file from the user's computer.

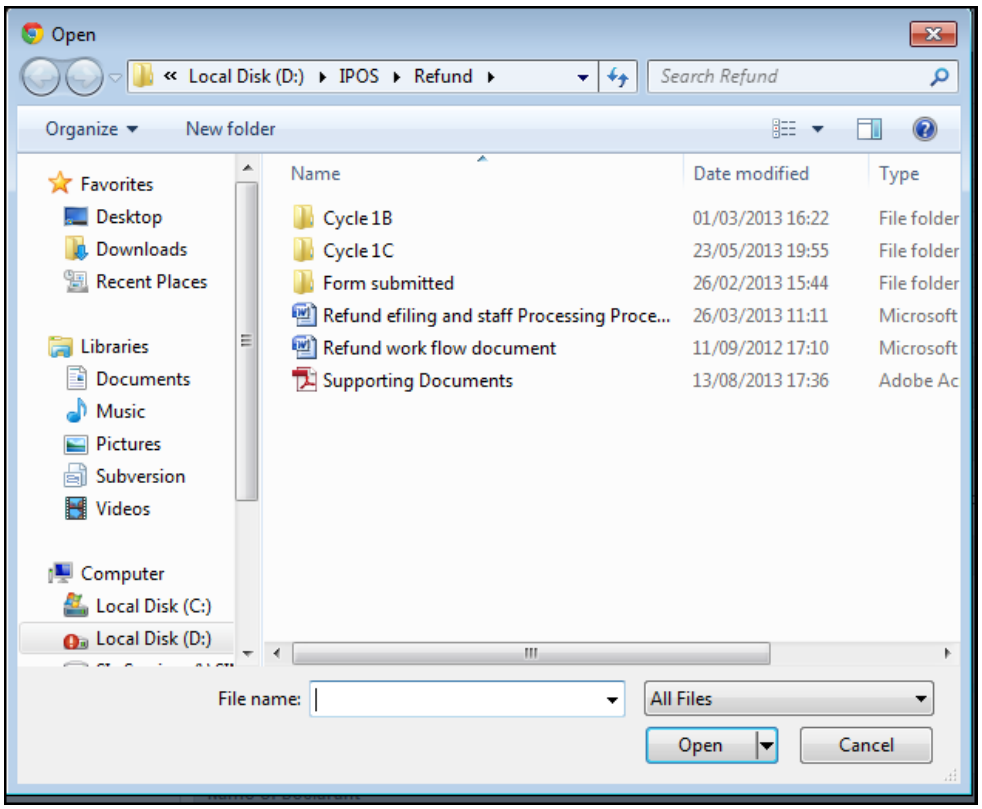


Figure 40 – Part 7: File Selection

b. Select the file that is to be attached, and click on Open button.

c. System will return to the attachment pop-up window with the selected filename populated under "File" field:

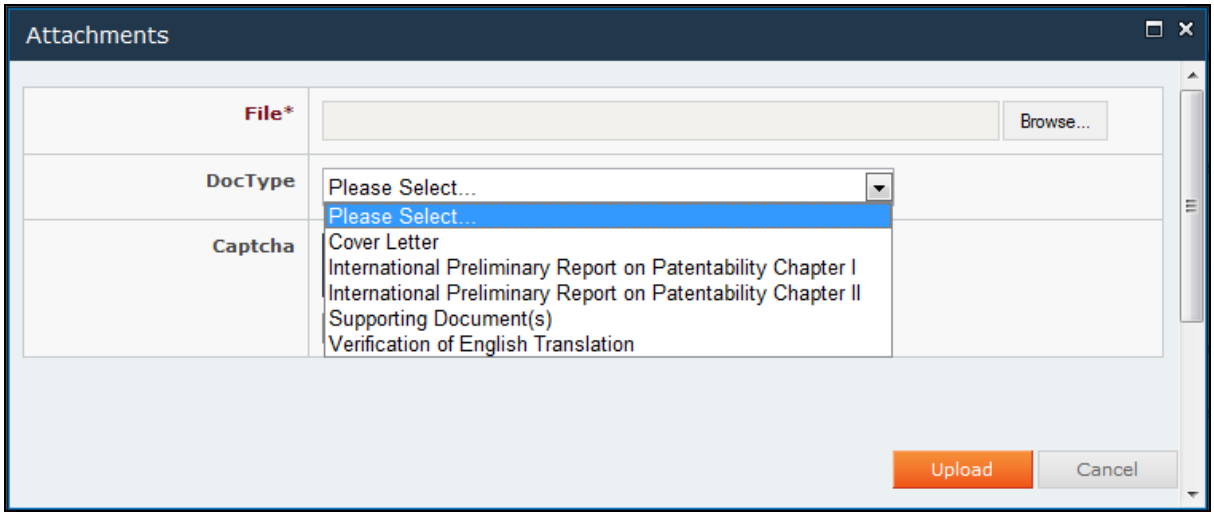


Figure 41 – Part 7: DocType

ii. **DocType:** Select the required data.

iii. **Captcha:** Input text that is given in captcha display.

Note:
- Captcha text is a system generated display.
- Attachment shall not be uploaded if input values do not match captcha text.

3. Click on Cancel button if the user wishes to cancel the current action and return to the form.

4. Click on Upload button to attach the selected file.

System will return to the main form and display the uploaded file:

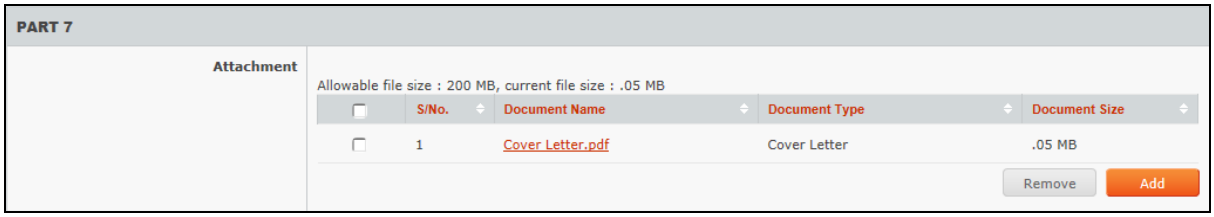


Figure 42 – Part 7: Attachment Listing

5. After adding at least one row, if the user wants to remove the error data, click on the ☑ checkbox of the error data, and click on Remove button. The system will remove the document accordingly.

4.1.8 Cancel Submission

1. Click on Cancel located at the top of the page.

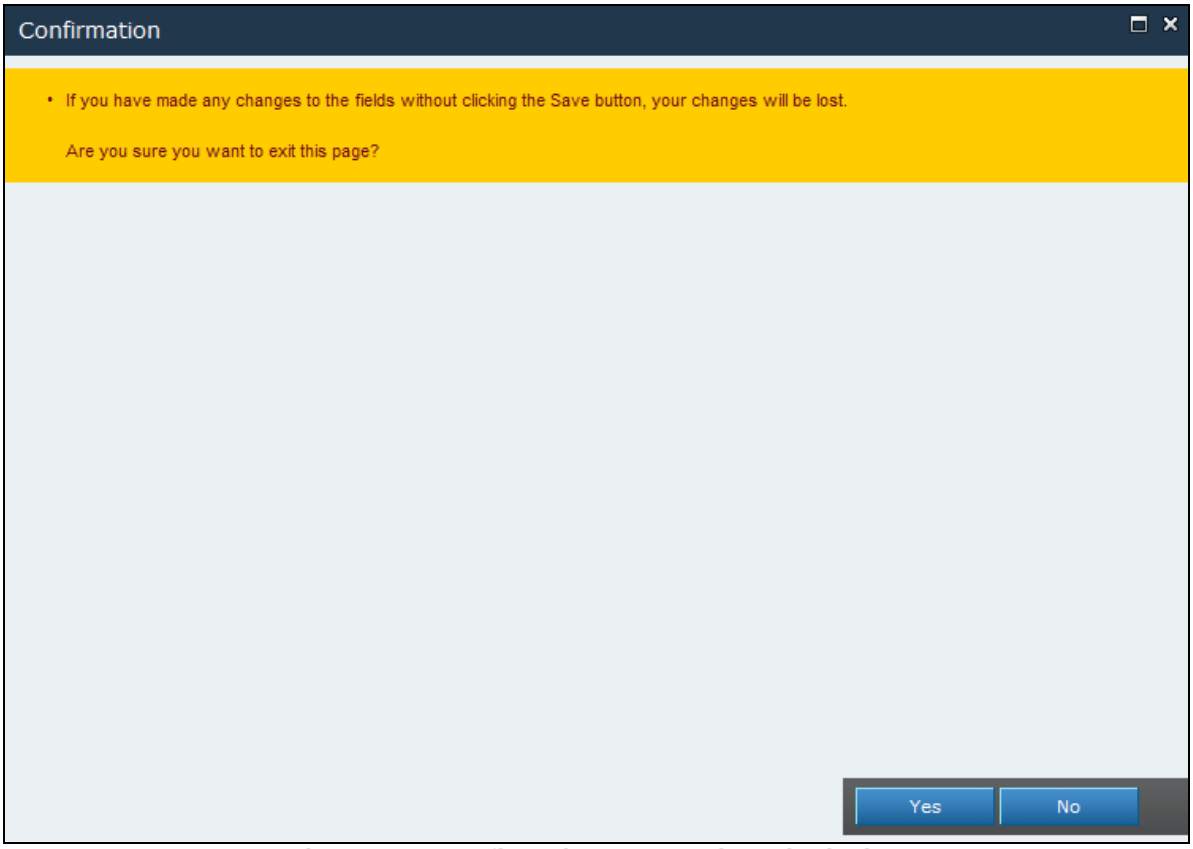


Figure 43 – Confirmation to cancel a submission

2. A pop-up window to cancel the submission will be displayed.

3. Click Yes to cancel the submission. Otherwise, click No to continue with the submission.

4.1.9 Next Button

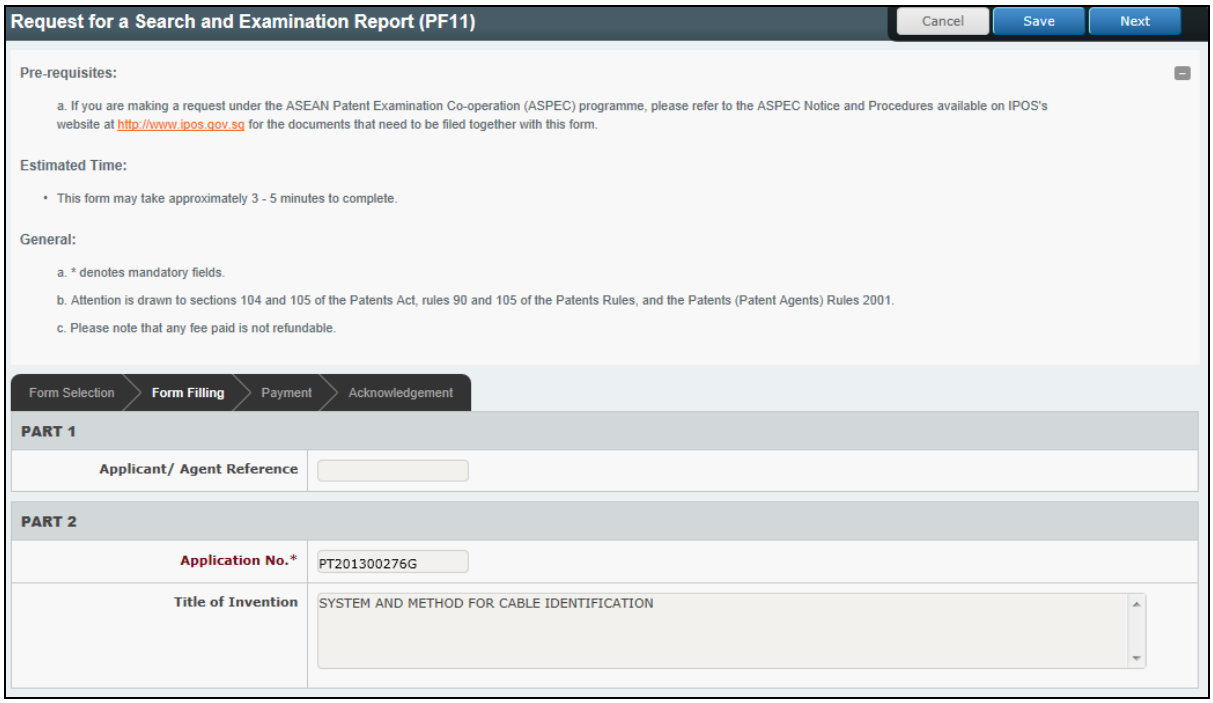


Figure 44 – Next Button

1. When the user is ready to submit the form, click on

button. The system will perform a first set of validation checks to determine if all mandatory fields in the form have been entered correctly. If all mandatory fields have been correctly entered, the system will then perform a second set of validation checks against certain information specific to the application in which the form relates to. The result of this second set of validation checks will appear in the form of:
    - Error messages: The form contains one or more errors that need to be rectified before the form can be submitted.
    - Warning messages: There are one or more deficiencies in the form, but such deficiencies will not prevent the submission of the form.

Note:

- All mandatory fields should be entered before clicking

button. Otherwise, the user will be prompted to enter the mandatory fields.

4.1.10 Back Button

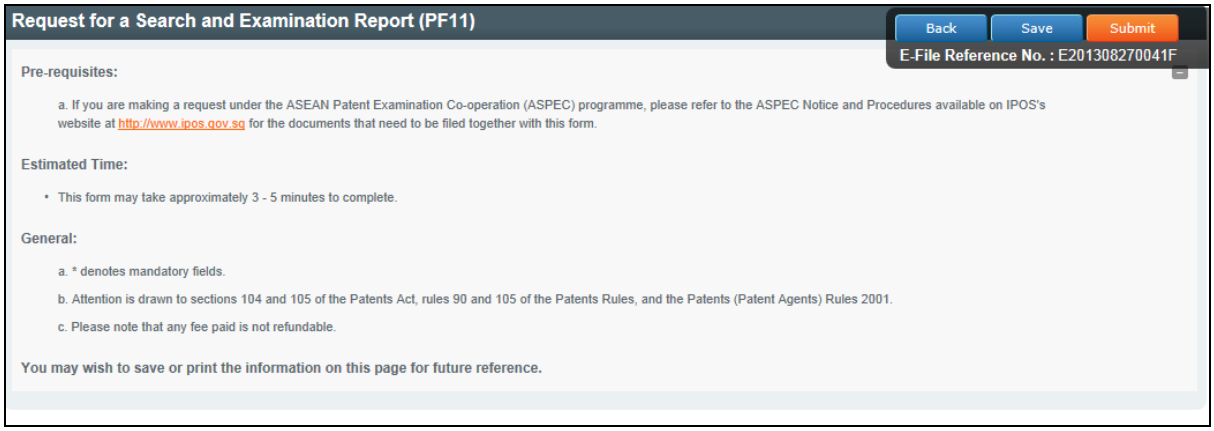


Figure 45 – Back Button

1. Click on Back to amend any details which the user had entered. This will bring the user to the previous page.

4.1.11 Submit Button

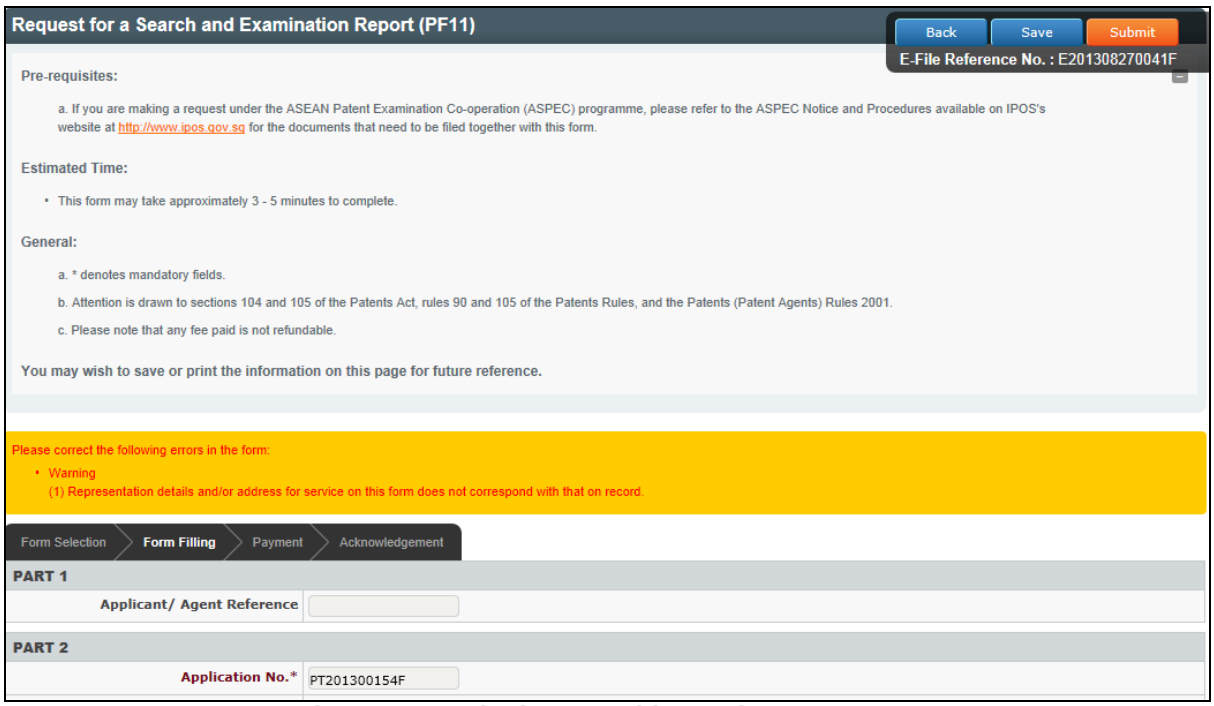


Figure 46 – Submit Page with warning messages

1. Clicking on Submit will take the user to the Payment page.

4.1.12 Payment Page

1. For non-account holders, please refer to the common section (2.4 **Error! Reference source not found.**). For account holders, please refer to the common section (**Error! Reference source not found. Error! Reference source not found.**) for details.

4.1.13 Payment Acknowledgement Page

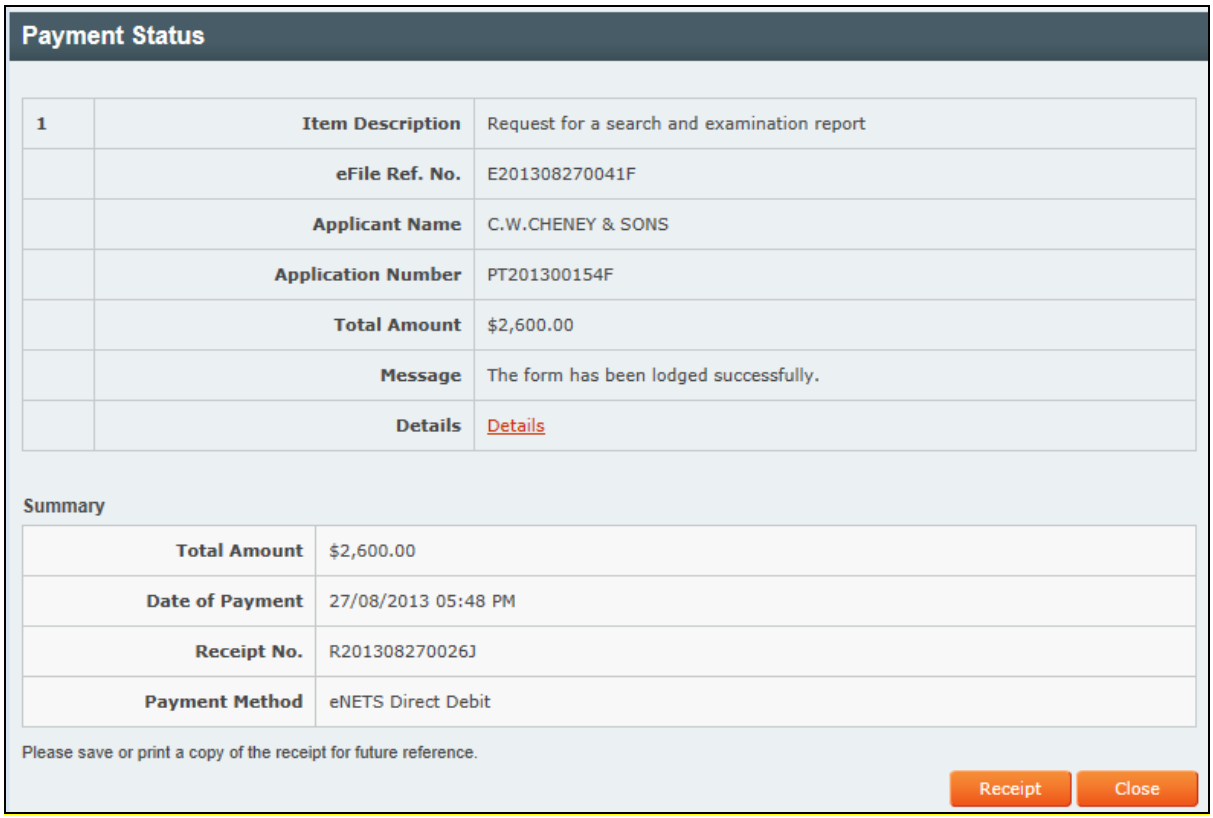
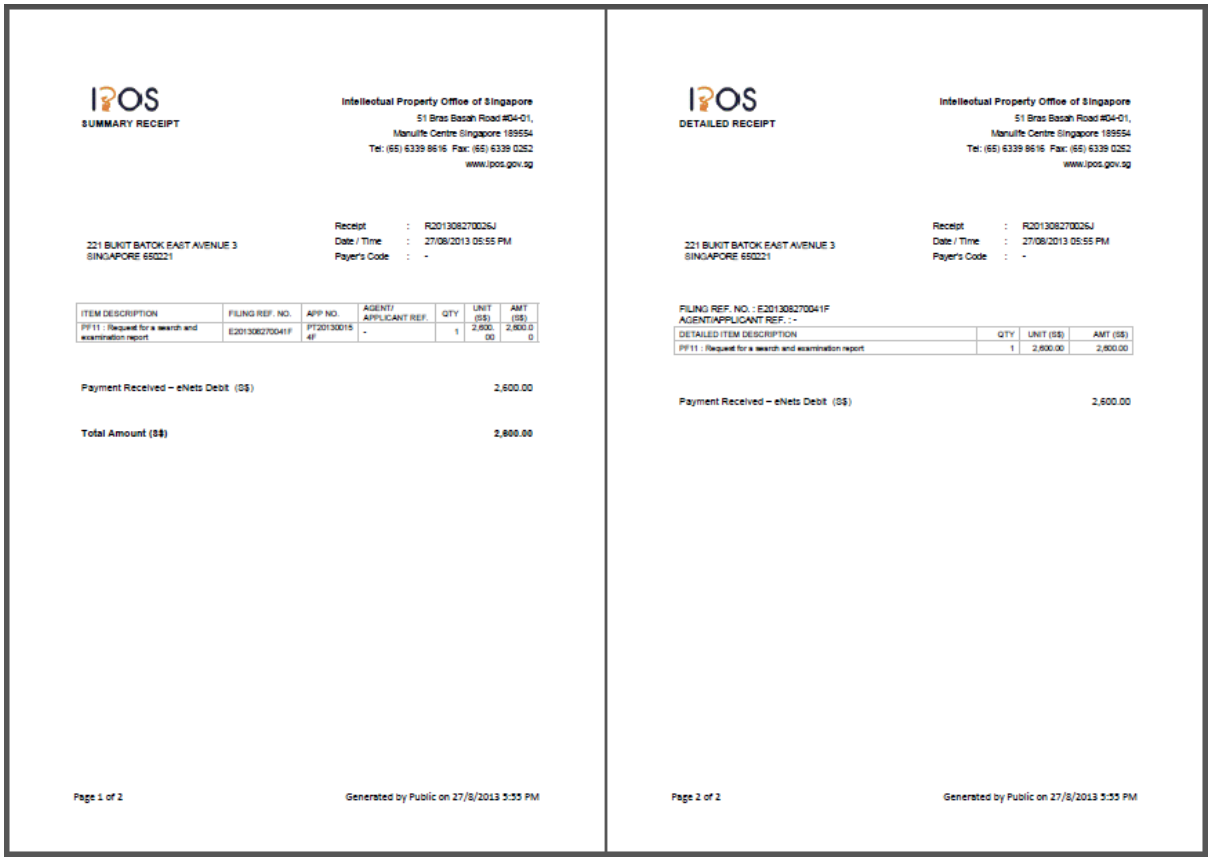


Figure 47 – Payment Acknowledgement Page

1. Upon successful submission of Patents Form 11, an acknowledgement page will be displayed.
2. Click on

to view or print the receipt generated.

4.1.14 Receipt Page



IPOS
SUMMARY RECEIPT

Intellectual Property Office of Singapore
51 Bras Basah Road #04-01,
Manulife Centre Singapore 189554
Tel: (65) 6339 8616 Fax: (65) 6339 0252
www.ipos.gov.sg

221 BUKIT BATOK EAST AVENUE 3
SINGAPORE 650221

Receipt : R201308270026J
Date / Time : 27/08/2013 05:55 PM
Payer's Code : -

ITEM DESCRIPTION	FILING REF. NO.	APP NO.	AGENT/ APPLICANT REF.	QTY	UNIT (S$)	AMT (S$)
PF11 : Request for a search and examination report	E201308270041F	PT20130015 4F	-	1	2,600.00	2,600.00

Payment Received – eNets Debit (S$) 2,600.00

Total Amount (S$) 2,600.00

Page 1 of 2 Generated by Public on 27/8/2013 5:55 PM

IPOS
DETAILED RECEIPT

Intellectual Property Office of Singapore
51 Bras Basah Road #04-01,
Manulife Centre Singapore 189554
Tel: (65) 6339 8616 Fax: (65) 6339 0252
www.ipos.gov.sg

221 BUKIT BATOK EAST AVENUE 3
SINGAPORE 650221

Receipt : R201308270026J
Date / Time : 27/08/2013 05:55 PM
Payer's Code : -

FILING REF. NO. : E201308270041F
AGENT/APPLICANT REF. : -

DETAILED ITEM DESCRIPTION	QTY	UNIT (S$)	AMT (S$)
PF11 : Request for a search and examination report	1	2,600.00	2,600.00

Payment Received – eNets Debit (S$) 2,600.00

Page 2 of 2 Generated by Public on 27/8/2013 5:55 PM

Figure 48– Receipt Generated

1. The first page of the receipt is the summary receipt.
2. The subsequent page(s) of the receipt is the detailed receipt.